

**TOWN OF TROUTMAN
400 NORTH EASTWAY DRIVE
TROUTMAN, NORTH CAROLINA**

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

March 09, 2020 – 4:00 P.M. – Troutman Town Hall

Presiding: Mayor Teross W. Young, Jr.

Council Members Present: W. Paul Henkel; Paul R. Bryant; Sally P. Williams; George W. Harris; Edward R. Nau

Council Members Absent: None

Staff Present: James W. Freeman, Interim Town Manager; Kimberly H. Davis, Town Clerk; Steven H. Shealy, Finance Director; Tina S. Fleming, Police Chief; Emily M. Watson, Parks and Recreation Director; George A. Berger, Planning Director; Adam K. Lippard, Public Works Director; Gary W. Thomas, Town Attorney

Press Present: Debbie Page, Iredell Free News
Megan Suggs, Statesville Record and Landmark

Others: (Sign-in sheet is attached to these minutes)

I. MAYOR YOUNG CALLED THE MARCH 09, 2020 AGENDA BRIEFING MEETING TO ORDER

• **Adjustment(s) to the Agenda Briefing Agenda**

None

• **Adoption of the Agenda**

*Upon motion by Councilmember Nau, seconded by Councilmember Williams, and unanimously carried, approved the Agenda Briefing Agenda as presented.

II. GENERAL BUSINESS

A. Mayor and Council Items

1. Elected Reports / Comments / Questions

• **Councilmember Williams**

- . Thanked Parks and Rec. Director Emily Watson for a successful 8th Annual Sprint-into-Spring 5K event.
- . Participated in National School Breakfast Week at Troutman Elementary.

• **Councilmember Nau**

- . Congratulated Parks and Rec. Director Emily Watson for an outstanding job with the Sprint-into-Spring event, and the Police Department for traffic control.

- **Councilmember Harris**

- . Thanked staff for all the information provided for the retreat.
- . In reference to packets, he commented it is time to get away from the old ways and start thinking about electronic reporting. It is the right time, either hire more staff or move up with the times and technology.

- **Councilmember Bryant**

- . Commented that he was pleased to be able to participate in National School Breakfast Week. It was nice and refreshing experience.

- **Mayor Young**

- . Commented that he heard Sprint-into-Spring was a very good event.

2. Town & Chartered Fire Department Consolidation Proposal

Continued discussion was held regarding a proposal (presented at Council's Planning Retreat) from Davenport Lawrence to perform an \$18,500 financial feasibility study to incorporate the Troutman Fire Department as a municipal department. . Interim Manager Freeman reported that at the retreat, Councilmember Sally Williams asked if the Troutman fire department could assist with the cost. He referenced a recent letter from Fire Chief Wesley Morris. Per said letter, the Fire Board's response mentioned that in consideration of the transitional period that the fire department is currently in with being funded through the new all county fire tax, they do not feel that funds should be allocated to assist at this time. Furthermore, they do not want to jeopardize their relationship with the county. Fire Chief Wesley Morris and Davenport Lawrence representatives Chris Goodwin and Leman Brice were present to answer questions from Council. The fee for reimbursement for travel was asked. Mr. Goodwin stated that mileage is .56 per mile; it would take 2 or 3 round trips to Town Hall (study will be an 8 week process). Councilmember Henkel suggested waiting until things become active with the fire department in order to have updated information. Council was in agreement.

3. Town Council Rules of Procedure Discussion

Town Attorney Gary Thomas asked for direction of how detailed Council would like to go with the rules of procedure in addressing agenda's, meetings held, attendance, voting, powers, motions, ordinances, appointments, remote participation, etc. Mayor Young referenced the School of Governments published Rules of Procedures and asked staff to acquire the booklet for the entire Council stating it is very informative. He questioned how formal Council would like to go or does Council just want Attorney Thomas to draft policies for remote and electronic participation. Council was in agreement that Attorney Thomas draft policies for remote participation and electronic voting.

4. Manager Search Committee Status Report

Interim Town Manager suggested to hold discussion until the closed session, but did inform Council that the search committee met with CCOG on Thursday and screened finalist candidates to move forward in the process.

B. Staff Business and Reports

1. Departmental Reports

. Emily Watson, Parks and Rec. Director

- . Requested direction from Council regarding the Independence Day Festival stating the Rotary Club is not going to put on the festival as in the past. Do we forget about the festival or do you want the Town to pick it up. Mayor Young asked what in the past has the Town been involved in. Ms. Watson stated that the Town undertakes the parade and fireworks activities. Councilmember Bryant questioned that it may be s too late to find an alternate sponsor. Ms. Watson replied that the sponsorship is not the issue. The Town sponsors the festival and pays the Rotary Club \$5,000 to put it on. It is the staffing piece (the hands and feet) that is the issue. Councilmember Williams suggested that the festival be held in the area of Town Hall and the Park as once in the past. Ms. Watson commented there would still be the issue of limited town staffing. Councilmember Bryant asked if the Town will still have the fireworks if not a festival. Ms. Watson replied yes as long as the venue remains available. Councilmember Henkel suggested hiring a third party company to put on the festival and if not, that the Town continue with the parade and fireworks if the fireworks venue is available. Optional possible venues for the fireworks were discussed. Mayor Young suggested looking for a third party to handle the festival. Take to committee for support. Councilmember Henkel stated he would like to have the fireworks if it can be worked out with the property owner. Ms. Watson stated she will take to committee and look for a third party group to handle the festival.

. George Berger, Planning Director

- . Code enforcement report will come electronically to Council the 2nd week in the month.
- . Development Report consist of lot permitted each month
- . Post-election note – Removal of campaign signs by candidates is successful.
- . Apologized for missing the publication for public hearing deadline for Redwood Living annexation and rezoning, and the text amendment for truck maintenance and parking removal stating that it was not intentional.
- . The electronic message board text amendment and rezoning of the Wilson property will go before Planning Board in March and Town Council in April. He stated that there is an issue with the brick sign structure in having two sides commenting that the cleanest way to handle is leave structure as is and ask the church to apply to the Board of Adjustment for a variance (at no fee). Councilmember Bryant stated that the Town approved and paid for the structure some years ago, would it not reasonable to say that the sign is grandfathered. Mr. Berger stated that he would be glad to get with Town Attorney to see if that would work, Attorney Thomas stated that in grandfathering, it means the existing sign remains, changes to the existing sign falls under the new UDO. Planning Director Berger stated the biggest issue is setting a presentence. Mayor Young commented that most of Council agree with that, but this is a very unusual circumstance. He questioned how to mitigate moving forward with their electronic sign without having to put the church through a lot of regulations because of the deal the Town made. Discussion was held regarding setting conditions concerning the hours the sign is on and its brightness. Planning Director Berger to bring back options.

. Adam Lippard, Public Works Director

- . New SCATA System is fully functional and in compliance.
- . Storm damage to the water tie in with Energy United is repaired and the insurance has paid.
- . The yearly Local Water Supply Plan with Rural Water is complete and accepted.
- . Asbestos monitoring on water system coming up in April (every 9 years).

- . Hope to see markings/paint on asphalt this week.

Mayor Young asked about leaf and limb pick-up. Finance Director Steve Shealy commented there is no leaf pick-up until fall; Limb pick-up is the 1st week of April. He stated that McCoy's is good to provide extra pick-up if needed.

Councilmember Nau ask if there has been any progress with Buzz Bizzell in regards to the wayfinding signs. Mr. Lippard responded that he sent Mr. Bizzell contact information for hydro excavation but have not seen any movement on his part. Public Works put three foundations in; Mr. Bizzell was notified but no signs have been installed. YMCA sign has been picked up by Mr. Bizzell, but not returned. Mayor Young requested to see a copy of the contract. Finance Director Shealy stated there is no contract only a proposal. Councilmember Nau asked Interim Manager Freeman to look into how much money is tied up with Mr. Bizzell so far. Finance Director Shealy responded that he believes Mr. Bizzell has not been paid for work that he has not completed. Councilmember Henkel expressed disappointment with Mr. Bizzell's quality of work and commitment. Both Town Attorney Gary Williams and Interim Manager Freeman were asked by Council Member Paul Henkel to research on what could be legally done.

. **Tina Fleming, Police Chief**

- . Beth Jones, County Manager advised Chief Fleming that they are all on the same page regarding School Resource Officers (SRO's), and they are beginning the process to discuss school safety and secure funding with school officials within the next week or two (after the election). There is a possibility that funding mechanism will change; we all agree that consistency of how SRO's are contracted and reimbursed needs to be established. Once the meeting with the school system is held they will have more information of how this process will work in the upcoming fiscal year. Chief Fleming stating that following that meeting, Ms. Jones will set up a meeting between herself, a School Board representative, two County Commissioners, Chief Fleming and two Council members. Councilmember Henkel nominated Councilmembers Nau and Bryant; both accepted.
- . Bringing back "Coffee with a Cop" on Saturday, March 28th 8:30am – 10:00am at McDonalds in Troutman.
- . FYI – March 19th, 20th, and 21st is the Horse Auction at the Fairgrounds. Councilmember Bryant asked if Chief Fleming has game plan. Chief Fleming stated that she had some discussion with Mr. Freeman regarding parking and possible shuttling to the Fairgrounds along with discussion of additional crosswalk signage. A brief discussion was held regarding illegal parking and parking on private property. Emily Watson, Parks and Rec. Director commented she and Chief Fleming will develop a plan and reach out to the event coordinators prior to their a.
- . Chief Fleming responded to Councilmember Williams's inquiry as to why Iredell Fire Wire commented that Troutman PD was too busy to send officers to a house fire at 121 Autumn Leaf Road on March 3rd by stating that she will have to look into it, and will email out a response.

Councilmember Williams:

- . Asked Planning Director Berger if CRTPO is all day meeting in Charlotte. Mr. Berger responded that CRTPO starts at 10am, over at noon; then he attends a Bike Pedestrian meeting from 2-4pm.
- . Asked Planning Director Berger how often the Code Enforcement person works and does he ride around the town. Mr. Berger stated that his contract is for 3 days a month, and yes he rides around the town. Councilmember Henkel commented to get what we are looking for Code Enforcement hours may need to be extended. Planning Director Berger agreed.
- . Addressed Public Works Director, Adam Lippard expressing disappointment of the lines not getting painted. The last 3 weekend there has been no rain. She asked if Public Works could handle the

painting. Mr. Lippard responded they could but he is worried about the aesthetics of it with what they would have to use to do the job. Due to the low price of McCoy's doing the entire project, and the paint quality, Mr. Lippard is to contact Robbie McCoy and email Mr. McCoy's response to Council.

2. Regular March 12, 2020 Meeting Agenda Items Overview

VI. Council Business

Item 5. Public Hearing Matters

Due to a missed public hearing publication, Interim Manager Freeman suggested Council reschedule public hearings by calling an earlier meeting date versus waiting until next month for Redwood Living annexation and rezoning, and a text amendment for removal of text relating to truck parking and maintenance. Dates of Monday, March 30th, and Tuesday, March 31st were presented as potential dates due to the 10 advertising requirement.

Item 6. Chartered Fire Department Consolidation Assessment Proposal

Interim Manager Freeman offered Council a different perspective by stating that Council could at a lower cost, renegotiate the Davenport Lawrence proposal to assist the Fire Department with operational response needs cost and asset data that could help with both budgetary and potential future merger.

Item 7. Town Massey Street Property Sale

Interim Manager Freeman stated that official action is needed to complete the sale of the Massey Street town owned property. The property was advertised for the required 10 days; no upset bids were received.

Item 8. West Consultants, PLLC Engineering Services: Water and Wastewater Planning

Interim Manager Freeman recommended approval for West Consultants Water and Wastewater Planning Proposal in the amount of \$38,168 contingent upon approval of a budget amendment from the Utility Fund to be presented at a later date. Councilmember Henkel questioned if t Mr. Freeman could provide a breakdown of the work underway d and not completed from Engineer Benjie Thomas. Mr. Freeman stated that in review of the contract, all the satellite annexation work has not been paid for. Finance Director Steve Shealy followed up and referenced the March 5, 2020 correspondence in the agenda packet and contract. Councilmember Bryant asked if Mr. Shealy could provide Council with a copy of West Consultants ongoing service contract with the Town.

III. CALL FOR CLOSED SESSION PURSUANT TO NCGS 143-318.11(A)(6) TO DISCUSS PERSONNEL

Mayor Young called for a closed session pursuant to NC General Statute 143-318.11(a)(6) to discuss personnel. Along with Town Council, Mayor Young asked that James Freeman, Interim Town Manager, Kimberly H. Davis, Town Clerk; and Gary Thomas, Town Attorney join the Closed Session.

*Upon motion by Councilmember Bryant, seconded by Councilmember Nau, and unanimously carried, approved to hold a closed session pursuant NCGS 143-318.11(a)(6) to discuss personnel.

Mayor Young Opened the Closed Session.

*****MINUTES OF CLOSED SESSION HAVE BEEN SEALED UNTIL SUCH TIME PUBLIC INSPECTION WILL NO LONGER FRUSTRATE THE PURPOSE OF THE CLOSED SESSION*****

Recess Closed Session and Reconvene Open Session

*Upon motion by Councilmember Williams, seconded by Councilmember Henkel, and unanimously carried, approved to recess to closed session until Thursday, March 12, 2020 at 5:00pm and to reconvene open session.

RECESS AGENDA BRIEFING MEETING OF MARCH 09, 2020

*Upon motion by Councilmember Williams, seconded by Councilmember Bryant, and unanimously carried, approved to recess Agenda Briefing Meeting of March 09, 2020 at 7:30 p.m. until March 12, 2020 at 5:00 p.m.

MARCH 12, 2020 (5:00pm)

RECONVENE RECESSED MEETING OF MARCH 09, 2020

Presiding: Mayor Teross W. Young, Jr.

Council Members Present: W. Paul Henkel; Paul R. Bryant; Sally P. Williams; George W. Harris; Edward R. Nau

Council Members Absent: None

Staff Present: James W. Freeman, Interim Town Manager; Kimberly H. Davis, Town Clerk

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*Upon motion by Councilmember Harris, seconded by Councilmember Nau, and unanimously carried, approved to reconvene Agenda Briefing Meeting of March 09, 2020.

Mayor Young Reconvened the Closed Session.

*****MINUTES OF CLOSED SESSION HAVE BEEN SEALED UNTIL SUCH TIME PUBLIC INSPECTION WILL NO LONGER FRUSTRATE THE PURPOSE OF THE CLOSED SESSION*****

Closing of Closed Session and Reconvene Open Session

*Upon motion by Councilmember Henkel, seconded by Councilmember Bryant, and unanimously carried, approved to close the Closed Session.

Action Resulting from Closed Session:

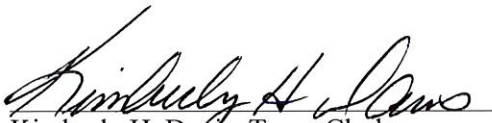
*Upon motion by Councilmember Harris, seconded by Councilmember Bryant, and carried, approved to move forward with the process of proposal by CCOG with all five (5) candidates.

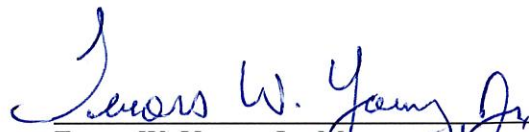
Yeas: Harris, Bryant, Nau, Henkel

Noes: Williams

IV. ADJOURNMENT

*Upon motion by Councilmember Henkel, seconded by Councilmember Williams, and unanimously carried, Recessed Meeting of March 9, 2020 was adjourned at 5:50 p.m. on March 12, 2020.


Kimberly H. Davis, Town Clerk


Teross W. Young, Jr., Mayor



(*) Motion